

STATE OF MONTANA
DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES
MONTANA DEVELOPMENTAL CENTER
P.O. BOX 87
BOULDER, MT 59632

VACANCY ANNOUNCEMENT

INTERNAL/EXTERNAL POSTING

February 22, 2008

4 PAGES

Title:	Occupational Therapist	Position No.:	51518
Division:	Developmental Disabilities	Pay Band:	6
Location:	Montana Developmental Center Boulder, MT	Union:	Non-Union
Status:	Perm/Full-time	Starting Date:	As soon as possible
Salary:	\$39,870 - \$49,837 depending on qualifications	Supplement:	No

APPLICATION DEADLINE: Applications may be returned to the Montana Developmental Center, Personnel Office, Boulder, MT 59632 no later than 5:00 p.m. Monday, March 10, 2008. Applications may be faxed to 406-225-4414 or e-mailed to cbirtcher@mt.gov. Completed applications may also be submitted to your local Job Service office.

SPECIAL INFORMATION: 8:00 a.m. to 4:30 p.m. Monday through Friday.

Facility policy restricts smoking to designated areas.

Current certification of freedom from tuberculosis is required. A skin test will be provided by Montana Developmental Center for persons able to use this test.

REASONABLE ACCOMMODATIONS: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact Donna Gilmer, Personnel Officer, at (406) 225-4439. TDD (Telephone Device for the Deaf) users may call 711 for assistance.

ESSENTIAL JOB FUNCTIONS:

- A. Using knowledge of occupational therapy practices, treatment techniques and methodology, leadership and training skills, the Occupational Therapist directs planning, organization and follow through of all OT services provided to participants and staff.
1. Evaluates participants to determine if they have therapeutic needs to include gross and fine motor coordination, oral motor skills, sensory/perceptual stimulation, and adaptive equipment, using appropriate assessments and methods. Completes reports according to MDC policy and time lines.
 2. Provides results of diagnostic evaluations in written form per MDC policy and time lines based on results of occupational therapy evaluation.
 3. Functions as a member of the Interdisciplinary Team to provide OT input for specific participants per identified occupational therapy needs. Assists in formulation of the Individual Treatment Plans and establishes priorities.

ESSENTIAL JOB FUNCTIONS: - continued

4. Establishes and writes measurable and observable occupational therapy goals and objectives to meet individual needs of participants, writes formal and informal training procedures, provides individual training and treatments, and/or trains PT/OT staff in the completion of necessary training and treatments.
 5. Consults and coordinates with other professional and non-professional staff in providing OT services, meeting special treatment needs and insuring an interdisciplinary approach to treatment which implements proper use of treatment techniques and use of adaptive equipment.
 6. Obtains physician's orders for occupational therapy by providing written prescriptions to attending physician.
 7. Attends quarterly, annual and other special meetings as necessary regarding programming issues.
 8. Inservices PT/OT staff and direct care staff on formal programming.
 9. Monitors programs by updating data, report writing and verbal contact with the PT/OT Supervisor and other appropriate professional staff as appropriate.
 10. Completes functional screening on new hires and facility staff returning to work from Industrial Accidents, or as otherwise directed, and reports findings and recommendations to appropriate supervisors.
- B. Using knowledge of occupational therapy practices, treatment techniques and methodology, the Occupational Therapist provides treatment to include, but not limited to: positioning, mat activities, gross and fine motor planning tasks, relaxation, facilitation, inhibition of muscle tone and movement patterns, and affect training.
- C. Using leadership skills and professional expertise, the Occupational Therapist observes, evaluates and provides training and feedback on the delivery of OT services to the participants by assigned staff. Provides input to PT/OT Supervisor on the performance of designated staff.
- D. As ordered by the physician, the Occupational Therapist constructs and/or provides input into the construction of devices for participants to decrease deformities, enhance functional abilities, promote independence and prevent skin breakdown. Using knowledge of occupational therapy methodology and adaptive equipment design, the Occupational Therapist takes an active role in the development and modification of positioning devices, wheelchairs, orthocarts, splints, orthotics and other adaptive equipment to enhance participant's function and promote maximal independence in the least restrictive manner possible.
- E. Provides orientation, instructional inservices, and other training to facility and specific work units using professional knowledge to improve the quality of care for participants.
1. Promotes safety in the work place through employee education, training, and monitoring.
- F. Performs all work tasks in a proper and safe manner following established policies, general safety rules and safe operating procedures.
- G. Completes other related duties as assigned such as ordering supplies, materials and equipment to facilitate therapy and equipment construction.
- H. Cooperates with other staff and demonstrates respect for other employees which contributes to a positive and efficient working environment.
- I. Complies with Department, Division and Unit policy and/or direction and consults, as needed or required, with supervisor to obtain clarification or address concerns.
- J. Within the limits of training and abilities, acts to protect facility participants from immediate harm in any observed or known perilous situation where potential for injury or death is clear
- K. Complies with HIPAA guidelines for Level 3 - information is that which includes very sensitive information about the client, such as diagnoses, Dr. orders, and Medical history information.

KNOWLEDGE, SKILLS AND ABILITIES DESIRED:

Knowledge: Considerable knowledge of Occupational Therapy theory, practices, treatment techniques and methodology; considerable knowledge of a variety of disabilities and understanding of implications for occupational therapy; considerable knowledge of service delivery systems related to treatment, training and rehabilitation; knowledge of needs of special populations and activity modification techniques needed to adapt activities to specific individual needs; knowledge of OT adaptive equipment design and modifications; knowledge of normal growth and development. Extensive background in autism, TBI and extensive neurosystem training and knowledge necessary.

Experience with people with Developmental Disabilities is preferred.

Skills: Skill in the use of occupational therapy techniques and equipment.

Abilities: - must have the ability to:

- 1) effectively plan, organize and schedule treatment and training for a large number of participants with a variety of simple and multiple physical and cognitive disabilities.
- 2) establish own work plans and schedule as approved by PT/OT Supervisor.
- 3) communicate effectively both orally and in writing.
- 4) establish and maintain liaison with participants and other treatment staff.
- 5) learn to use a computer and related software

EDUCATION AND EXPERIENCE REQUIRED:

Knowledge, skills, and abilities are typically acquired through the completion of education with a Master's Degree in Occupational Therapy from an accredited school of Occupational Therapy and five years of job related experience. Must be eligible for licensure as an Occupational Therapist in the State of Montana. Must be eligible for certification through NBCOT governing body.

IMMIGRATION REFORM AND CONTROL ACT:

In accordance with the Immigration Reform and Control Act, the person selected must produce within three (3) days of hire documentation that s/he is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

SELECTIVE SERVICE ACT:

In accordance with the Montana Compliance with Military Selective Service Act, the person selected, if male and born after January 1, 1960, must produce within three days of hire, documentation showing compliance with the federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with the Selective Service was not done knowingly or willfully.

COMPENSATION:

This position is classified at a band 6 on the state's general pay plan. Permanent, full-time state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, "flexible spending accounts," public employees retirement system, fifteen (15) working days annual leave, twelve (12) days sick leave per year, paid holidays, and up to fifteen (15) days military leave with full pay.

APPLICATION AND SELECTION PROCESS:

This position is being advertised outside the Agency and in-house applicants must compete with the outside applicant pool.

Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, reference checks and an extensive background check.

APPLICATION AND SELECTION PROCESS: - continued

Application materials required are:

1. Current MDC employees must submit a signed and completed Bid Request Form and any relevant transcripts, if not currently contained in the personnel file.
2. Other applicants must submit a signed and completed State Application for Employment to Montana Developmental Center, P.O. Box 87, Boulder, MT 59632, fax application to 225-4414 or e-mail to Cbirtcher@mt.gov. Applications may also be submitted to a Local Job Service Office.
3. Relevant college transcripts to be submitted with application.
4. Applications claiming the **Veterans' or Handicapped Persons' Employment Preferences** (See State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the DPHHS (SRS) Certification of Disability form. NOTE: Veterans' and handicapped persons' preferences only apply when recruitment includes solicitation of applications from the general public.

Application materials can be obtained from the Montana Developmental Center Personnel Office.

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This position is an advertisement for the solicitation of applications for the position. It is not intended to represent a contract between the employer and the applicant selected.